



## Code of Conduct for Chief Building Official and Inspectors

### Purpose

The Code of Conduct for Building Officials is enacted in accordance with Section 7.1 of the Building Code Act 1992 ("the Act") which requires a code of conduct for the following purpose

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or *Building Code*.
2. To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the *Building Code*.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the *Building Code Act* or *Building Code* by the Chief Building Official and Inspectors.

### Application

This Code of Conduct applies to the Chief Building Official for the Town of Fort Frances and each Deputy Chief Building Official or Inspector(s) as appointed by Council.

### Enforcement Guidelines

Compliance with this Code of Conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the Building Code Act. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.

Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of the Department Head to whom the Chief Building Official reports.

Any Chief Building Official or Department Head who receives information in writing concerning a breach of this Code shall review the allegations of breach and, where justified, shall direct an investigation. Where appropriate, the Chief Building Official or Department Head shall recommend disciplinary action in accordance with the employment standards of the place of work. All communications received by a Chief Building Official or Department Head concerning a breach of this Code shall be held in confidence.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Town of Fort Frances and the Chief Building Official and will be based on the severity and frequency of the violation in accordance with employment laws and standards and relevant collective agreements.

## Code of Conduct

1. Act in the public interest, particularly with regard to the safety of buildings, designated structures and related works.
2. Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Administer and enforce all relevant building laws, codes and standards appropriately without favour and without influence of interested parties.
4. Comply with the provisions of the Building Code Act, the Ontario Building Code and any other Act or Law that regulates or governs Building Officials or their functions.
5. Perform inspections and plan review duties impartially and in accordance with the highest professional standards.
6. Not to act beyond their level of competence or outside of their area of expertise or qualifications as a registered Building Official.
7. Maintain their knowledge and understanding of the best current building practices, the building laws and regulations relevant to their building certifying functions.
8. Maintain current accreditation to act as an Ontario Building Official and the related duties assigned to them.
9. Not to divulge any confidential or sensitive information or material that they became privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy.
10. Extend professional courtesy at all times and conduct themselves with fairness and good faith towards customers, colleagues and their co-workers.
11. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.
12. Recognize the appointment under the Building Code Act as a symbol of good public faith.
13. To comply and maintain their knowledge of safe working practices in accordance to the requirements of the Occupational Health and Safety Act and established municipal health & safety policies.
14. Adhere to the Town of Fort Frances Employee Conduct Policy in addition to this Code of Conduct